



Montana State University – Great Falls Policy and Procedure Manual

SUBJECT: Human Resources

Policy 403.8 Drug Free Workplace

Effective: Revised: July 2010

Reference: [Drug Free Workplace Act of 1988](#)

Montana State University - Great Falls College of Technology (herein the College) is required by Federal regulations that implemented the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, published in the Federal Register of January 31, 1989, to certify that an effort to provide a Drug-Free Workplace will be maintained.

In compliance with this regulation, the College will make a good faith effort to maintain a drug-free workplace. The unlawful manufacture, distribution, sale, possession, or use of alcohol or illicit drugs at MSU-Great Falls or as a part of any of its activities is prohibited. In addition, the College enforces the Board of Regents' policy ([section 503.1](#) of the Policy and Procedures Manual) regarding alcoholic beverages.

The College will comply with this regulation by:

1. Publishing, posting and disseminating this Drug-Free Workplace policy statement.
2. Establishing a drug-free awareness program to educate employees about the College's policy of maintaining a drug-free workplace; the dangers of drug abuse in the workplace; the availability of drug counseling, rehabilitation, and other employee assistance; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Providing all employees involved in work with or under a federal grant a copy of this policy statement and apprising them that as a condition of employment under the grant, they must abide by the terms of this policy statement and notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
4. Taking appropriate personnel action within 30 days against any employee found to be in non-compliance with this policy, up to and including termination; or requiring the employee to participate satisfactorily in a chemical abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other agency approved by the College.

The College has responded to federal mandates set out in the [Drug-Free Schools and Communities Act Amendments of 1989](#) to certify that the College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of alcohol or illicit drugs by students and employees.